

## Grammar Focus

### Past Tense

#### 1. Simple present

► Use the simple past tense for an action that was finished in the past.

- a) We went shopping yesterday.
- b) Columbus discovered America in 1492.
- c) I lent you fifty dollars two days ago.
- d) She ate dinner before we went to the movie.

**Note** Use *used* to for an action that was repeated or occurred regularly.  
Use *would* for actions that were repeated, though irregular.

- a) I used to play soccer with my friends when I was young.
- b) I would listen to music while studying for final exams in high school.

#### 2. Past perfect

► Use the past perfect tense (had + past participle) for an action that occurred before a certain point in the past.

- a) She had bought the book before I met her.
- b) He had been to Oxford twice before I went there.

**Note** *Before* can be used in a simple past and past perfect sentence.

- a) I cleaned the house before she visited.  
(= I cleaned the house because I knew she would visit.)
- b) I had cleaned the house before she visited.  
(= I cleaned the house, and, by coincidence, she visited after I had cleaned.)

#### 3. Past progressive

► Use the past progressive tense (was/were + -ing) for an action that was in progress when a second past action took place (or when a second past action was also in progress.)

- a) When Jackie got there, Steve was waiting for her.
- b) While I was taking a bath, Sally was using the computer.

#### 4. Past perfect progressive

► Use the past perfect progressive tense (had been + -ing) to show an action that was in progress for a known length of time and was still in progress when some other action occurred.

- a) He said he had been doing his homework since six o'clock.
- b) They had been cleaning the room for an hour already when I walked in.

## Preposition

### Usage

in the evening  
in spring  
in the box  
in a month

### In

- a) I used to live in a house.
- b) He went to Austria in 2002.
- c) She'll arrive in an hour.

## Grammar Exercises

Choose the correct word or phrase to complete each sentence.

Hint

1. He didn't go shopping because he (is / was) sick.

didn't go

2. Mr. Lee (have sold / sold) his house two months ago.

two months ago

3. I (took / was taking) a shower when the phone rang.

when the phone rang

4. I (used to / am used to) play in the park when I was young.

when I was young

5. He (finished / finish) the work before I got there.

before I got there

6. Shirley (had been waiting / waited) for twenty minutes when he arrived.

when he arrived

7. While I was talking on the phone, she (was reading / reads) magazines.

while

8. Jenny said she had already (return / returned) the movie.

already

9. He (borrowed / had borrowed) money from me three days ago.

three days ago

10. He (had been waiting / waited) in the station since 2:00 when the train finally arrived.

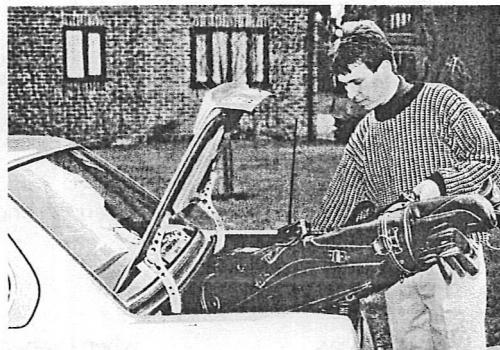
since

## Mini Test

### Part 1 Picture Description

Listen and choose the statement that best describes the picture.

1.



- (A) (B) (C) (D)

2.

- (A) (B) (C) (D)

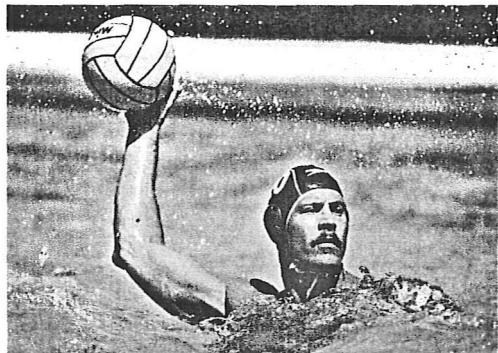


3.



- (A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



## Part 2 Questions and Responses

## Part 2 Questions and Responses

Listen and choose the correct answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

### Part 3 Short Conversations

Listen and choose the correct answer.

1. Which sentence is true?

- (A) The man and woman were classmates.
- (B) The man and woman have met before.
- (C) The man and woman have never met before.
- (D) The woman wants to buy some shoes.

2. Where did the man and woman meet first?

- (A) In his shoe store
- (B) In the woman's house
- (C) In the man's house
- (D) In a department store

3. What did the man use to do?

- (A) He worked in a department store.
- (B) He owned his own store.
- (C) He was an actor.
- (D) He had a lot of shoes.

4. Which sentence is true?

- (A) The man was in his office all day.
- (B) The man missed a meeting.
- (C) The man met Eric.
- (D) The man made a phone call.

5. Why was the man late?

- (A) He woke up late.
- (B) He had car trouble.
- (C) The traffic was bad.
- (D) His watch was broken.

6. What will the man probably do next?

- (A) Take the subway
- (B) Telephone Eric
- (C) Call the woman
- (D) Take a break

## **Part 4 Short Talks**

**Listen and choose the best answer to each question.**

## Part 5 Incomplete Sentences

**Choose the word or phrase that best completes the sentence.**

8. He sometimes ----- money from his parents.

- |           |             |
|-----------|-------------|
| (A) lend  | (B) borrow  |
| (C) lends | (D) borrows |

9. She always ----- the expensive shoes.

- |               |                  |
|---------------|------------------|
| (A) try on    | (B) tries on     |
| (C) trying on | (D) had tried on |

10. Lynn ----- her dog when I saw her in the park.

- |                       |             |
|-----------------------|-------------|
| (A) was walking       | (B) walked  |
| (C) have been walking | (D) walking |

11. I ----- very angry yesterday, so I didn't talk to him.

- |               |              |
|---------------|--------------|
| (A) am        | (B) had been |
| (C) have been | (D) was      |

12. Yesterday, I met a friend, saw a movie, and ----- home late.

- |            |               |
|------------|---------------|
| (A) coming | (B) have come |
| (C) came   | (D) had come  |

13. There used to be ten students ----- my class.

- |        |        |
|--------|--------|
| (A) at | (B) on |
| (C) to | (D) in |

14. The traffic is very heavy, but I think we'll get there ----- six o'clock.

- |            |        |
|------------|--------|
| (A) before | (B) on |
| (C) ago    | (D) in |

15. The robbers ----- the money when the police arrived.

- |                  |                   |
|------------------|-------------------|
| (A) count        | (B) counting      |
| (C) are counting | (D) were counting |

## Part 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 refer to the following email.

To: david\_brian@gomail.net  
From: ephughes@soreteeth.net  
Re: Cancellation of Appointments

Dear Mr. Brian,

You 1. ----- not come to your appointment on January 5<sup>th</sup>. In the future, please let us

- (A) were
- (B) had
- (C) did
- (D) are

know if you need to cancel 2. ----- . Please try to call at least five hours before your

- (A) a promise
- (B) a meeting
- (C) an appointment
- (D) an arrangement

appointment time, so that we can give it to another 3. ----- . Thank you for your

- (A) patience
- (B) patients
- (C) patient
- (D) patent

assistance.

Sincerely,

Everett Hughes

Questions 4 through 6 refer to the following notice.

### New Opening Hours

Sun Valley Shopping Mall customers: please note our new opening hours.

As you know, we 4. ----- open at 8.30 a.m. on weekdays, and at 10 a.m. on

- (A) are used to
- (B) used to
- (C) had to
- (D) wanted to

weekends. 5. ----- January 31<sup>st</sup>, we are opening at 10 a.m. every day. Last year,

- (A) On
- (B) At
- (C) In
- (D) From

we had few customers before 10 a.m., so we decided to change our hours. We are sorry for this change, but 6. ----- that shopping at the mall will be even more fun.

- (A) say
- (B) try on
- (C) promise
- (D) let

Look out for some special events and offers coming soon!

## Part 7 Reading Comprehension

**Choose the best answer.**

**Questions 1 and 2 refer to the following advertisement.**

Used Computer For Sale	
<p>Pentium 4 – only 3 years old</p> <ul style="list-style-type: none"><li>• Includes 19-inch LCD monitor, 40X CD/DVD combination drive, 256 MB of memory, and a 40-GB hard drive.</li><li>• Comes with a color printer-scanner combo, surround</li></ul>	<p>sound speakers, and a super-fast wireless Internet connection.</p> <ul style="list-style-type: none"><li>• Can be yours for only \$350. Call Steve at 568-1974 (after 6:00 p.m.) or at 574-4791 (from 9:00 a.m. - 5:00 p.m.).</li></ul>
<p>Call Steve at 568-1974 (after 6:00 p.m.) or at 574-4791 (from 9:00 a.m. - 5:00 p.m.).</p>	

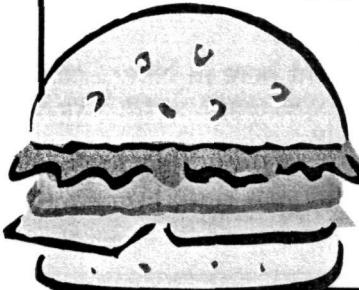
**Questions 3 through 5 refer to the following advertisement.**

## Hamburger House

### Summer Special Offer!

That's right, we've brought back our annual Summer Special Offer here at Hamburger House.

Buy two juicy hamburgers  $\Rightarrow$  get one hamburger free!  
Buy two giant cheeseburgers  $\Rightarrow$  get one cheeseburger and one drink free!



Cool off with a Mountain Milkshake (Caramel or Raspberry) for only \$1.50 or a Glacier Sundae (Blueberry or Double Chocolate) for only \$2.50.

The Summer Special Offer will last all summer, from June 1<sup>st</sup> to August 31<sup>st</sup>!

3. If you buy two giant cheeseburgers, what do you get free?

- (A) Two hamburgers and a drink
- (B) One cheeseburger and one drink
- (C) Two cheeseburgers and a drink
- (D) One cheeseburgers and two drinks

4. How long does the offer last?

- (A) All year
- (B) All month
- (C) Three months
- (D) Three weeks

5. How often does this special offer happen?

- (A) Every year
- (B) Once a month
- (C) Not very often
- (D) Twice a year

Questions 6 through 9 refer to the following advertisement and email.

## Wanted: Private Chinese Tutor

My husband, two children, and I need a Chinese teacher because we are moving to Hong Kong next summer. The teacher must come for one hour on Monday, Wednesday, and Thursday evenings. We have some background in Chinese vocabulary and grammar, so we need to focus our classes on writing and conversation. We are willing to pay \$20 an hour to the right person. Email Deb at [chinafan@mailnet.com](mailto:chinafan@mailnet.com).

To: chinafan@mailnet.com  
From: lilywong@chinmail.net  
Subject: Tutor  
Date: August 30<sup>th</sup>

Dear Deb,

I am a Chinese teacher from Hong Kong. I am now a student here in New Zealand. I taught Chinese in my home country, so I have a lot of experience. I am free every evening. I am very interested in meeting you and your family.

Please call me on 09-993-444

Lily Wong

# Gerunds / Infinitives

# UNIT 3

## Vocabulary

### A. LISTENING (Leisure I)

Listen and write the letter of the statement that best describes the picture.

#### Exercise 1



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_

1. (C) Stretch  
2. (A) Ride  
3. (B) Swim  
4. (D) Play

Exercise 1

#### Exercise 2



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_

1. (D) Row  
2. (A) Dance  
3. (B) Make  
4. (C) Kick

Exercise 2

### B. READING (Commonly Confused Words)

Choose the correct word to complete each sentence.

#### Exercise 1

1. Soccer is (fun / funny) to play.
2. The comedian is (fun / funny).

1. fun  
2. funny

Exercise 1

#### Exercise 2

1. Would you (mind / remind) rowing for a while?
2. Please (mind / remind) me to stretch before I exercise.

1. mind  
2. remind

Exercise 2

#### Exercise 3

1. Sue (gets on / takes) the bus to school.
2. Hold my books while I help the lady (get on / take) the bus.

1. takes  
2. get on

Exercise 3

## Grammar Focus

### Gerunds / Infinitives

1. Use the -ing form after the following verbs: avoid, deny, enjoy, finish, give up, mind, spend.
  - a) I enjoyed working at the restaurant.
  - b) Finally, she gave up smoking.
2. Use a to-infinitive after the following verbs: agree, decide, expect, fail, hope, want.
  - a) He agreed to join our soccer team.
  - b) I want to travel to the moon some day.
3. Use a to-infinitive after the following verbs plus their objects: allow, ask, expect, tell, want, would like.
  - a) My boss told me to finish the project by next Monday.
  - b) She asked her husband to stop smoking.
4. Use the -ing form after the following verb phrases: look forward to, get used to, object to, can't help, can't stand.
  - a) I look forward to hearing from you soon.
  - b) We can't help having more cookies. They're delicious!
5. After the following verbs, the to-infinitive and -ing forms have the same meaning: begin, hate, like, prefer, start.
  - a) It began to rain. = It began raining.
  - b) I like to ride a bike. = I like riding a bike.
6. After the following verbs, the to-infinitive and -ing forms have different meanings: try, remember, forget.
  - a) He remembered to call his friend.
  - b) He remembered calling his friend.
7. Use the -ing form when using go + verb constructions with the following verbs: camp, hunt, skate, dance, jog, swim.
  - a) All our class went camping last weekend.
  - b) I would like to go fishing this Saturday.
8. Use only the -ing form after a preposition.
  - a) They talked about studying together.
  - b) I am interested in traveling to France.

## Preposition

### Usage

from my grandmother  
from Ireland  
from 1:00 to 2:00  
from the start

### From

- a) I got a watch from my father.
- b) Peter got back from his trip to Hong Kong.
- c) We work from 9 a.m. to 6 p.m.

## Grammar Exercises

Choose the correct word or phrase to complete each sentence.

Hint

1. We gave up (going / to go) on a picnic because of the heavy rain.      gave up
2. He asked her (helping / to help) him with his homework.      asked, him
3. James wanted (traveling / to travel) to Europe by himself.      wanted
4. They look forward to (seeing / see) their son next month.      look forward to
5. I'm planning to go (swimming / to swim) with my friend Bill tomorrow.      go
6. Please remind me (buying / to buy) some milk.      remind
7. Janet spent \$200 (buying / buy) a new cell phone.      spent
8. Would you like me (getting / to get) something to eat on my way back from work?      like
9. My father has recently stopped (smoking / to smoke) due to his health problems.      stopped
10. These days, you can buy almost anything without (going / to go) to the store.      without

## Mini Test

### Part 1 Picture Description

Listen and choose the statement that best describes the picture.

1.



- (A) (B) (C) (D)

2.

- (A) (B) (C) (D)



3.



- (A) (B) (C) (D)

4.



- (A) (B) (C) (D)

5.

- (A) (B) (C) (D)



## Part 2 Questions and Responses

Listen and choose the correct answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

### **Part 3 Short Conversations**

### **Listen and choose the correct answer.**

## **Part 4 Short Talks**

**Listen and choose the best answer to each question.**

## Part 5 Incomplete Sentences

**Choose the word or phrase that best completes the sentence.**

1. We all look forward ----- you very soon.  
(A) to see (B) to seeing  
(C) will see (D) like seeing

2. She enjoys ----- in her free time.  
(A) swim (B) to swim  
(C) swims (D) swimming

3. I ----- you to clean your room yesterday.  
(A) remind (B) reminded  
(C) mind (D) minded

4. Last weekend, we went horseback ----- on the f-----  
(A) ride (B) rode  
(C) riding (D) ridden

5. My back is sore because I forgot ----- before I e-----  
(A) to stretch (B) stretching  
(C) stretched (D) stretch

6. My wife ----- work at the GoodAll Company.  
(A) was (B) used to  
(C) was accustomed to (D) interested i-----

7. The actress was tired of ----- autographs.  
(A) sign (B) signature  
(C) signs (D) signing

8. Several students from the suburbs ----- buses to school.

- |            |                |
|------------|----------------|
| (A) get on | (B) getting on |
| (C) take   | (D) taking     |

9. The manager ----- us to return the DVD before noon today.

- |                |               |
|----------------|---------------|
| (A) likes      | (B) is liking |
| (C) would like | (D) liked     |

10. Why haven't you ----- your hair yet?

- |             |             |
|-------------|-------------|
| (A) comb    | (B) combed  |
| (C) to comb | (D) combing |

11. I can't come to the party because I'm going -----.

- |           |              |
|-----------|--------------|
| (A) shop  | (B) shopped  |
| (C) shops | (D) shopping |

12. My boss told me ----- the project by this Friday.

- |               |                  |
|---------------|------------------|
| (A) finish    | (B) to finish    |
| (C) finishing | (D) to finishing |

13. That new student in class is ----- Japan.

- |        |          |
|--------|----------|
| (A) at | (B) on   |
| (C) in | (D) from |

14. It is difficult ----- from England to France.

- |            |            |
|------------|------------|
| (A) row    | (B) rowed  |
| (C) to row | (D) row to |

15. I don't have time ----- for the cheapest car.

- |             |             |
|-------------|-------------|
| (A) look    | (B) looked  |
| (C) to look | (D) looking |

## Part 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 refer to the following message.

### Message

Jane,

Frank Green called while you were out. He wants you to 1. ----- him back as soon

- (A) tell
- (B) say
- (C) call
- (D) yell

as you get this 2. ----- . He has met with the employees, and he would like to

- (A) ad
- (B) writing
- (C) document
- (D) message

3. ----- the schedule for the staff sports day. He says he has some good ideas. He

- (A) talk
- (B) discuss
- (C) speech
- (D) speak

is looking forward to talking to you.

**Questions 4 through 6 refer to the following email.**

To: bestdresses@hmm.com  
From: Alice Carter <acarter@hmm.com>  
Subject: Delivery  
Date: August 2<sup>nd</sup>

Hi Sally,

I just wanted you to know about the delivery of cotton for the dresses you are making. I'm sorry for the delay, but it is now ready to **4. -----**. It will arrive about

- (A) buy
- (B) lend
- (C) send
- (D) make

1 p.m. on Friday, August 6<sup>th</sup>. I **5. -----** to the supplier, but he denied receiving the

- (A) complained
- (B) suggested
- (C) returned
- (D) telephoned

order. In fact, I had to place the order again, but this time there were no problems. Please let me know if it does not arrive on Friday. I hope you are **6. -----** the

- (A) fun
- (B) amusing
- (C) pleasure
- (D) enjoying

summer weather.

Sincerely,

Alice Carter

## Part 7 Reading Comprehension

Choose the best answer.

Questions 1 and 2 refer to the following note.

Andrea,  
This note is just to remind you of what needs to be done today. I'm very busy from early this morning until late in the afternoon, so I don't have time to do all this.

1. Wash the car
2. Mail this letter
3. Pay the gas bill
4. Pick up my clothes from the dry cleaner's
5. Return the videos we watched last night
6. Make a pizza for dinner tonight

Thanks so much!

Casey

1. Where will Andrea probably NOT go?

- |                        |                     |
|------------------------|---------------------|
| (A) To the post office | (B) To the theater  |
| (C) To the dry cleaner | (D) To the car wash |

2. Why does Casey ask Andrea to do these things?

- |                           |                       |
|---------------------------|-----------------------|
| (A) Because he's tired    | (B) Because he's sick |
| (C) Because he's not home | (D) Because he's busy |

Questions 3 through 5 refer to the following chart.

Name	Height	Weight
John	178 cm	65 kg
Andy	175 cm	67 kg
Scott	181 cm	79 kg
Bill	179 cm	77 kg

John and his three friends decided to join the army. When they went to the army office, the army doctor began checking their height and weight. John was a bit embarrassed because he was thin and weighed only 65 kg. Andy was also embarrassed because he was the shortest. After the doctor's check up, the boys began training.

**Questions 6 through 9 refer to the following poster and email.**

## JOIN OUR CLUB!

Do you like to act, sing, and dance? Would you like to meet a new group of friends as dramatic as you are? If so, then please join our performers' club. We meet every Wednesday evening from seven o'clock to nine o'clock at the Clark City Community Center. We can promise you a great night! Everyone is welcome. We look forward to seeing you there! Email us at [performclub@stagenet.com](mailto:performclub@stagenet.com).

To: [performclub@stagenet.com](mailto:performclub@stagenet.com)

From: [MGreen@happnet.net](mailto:MGreen@happnet.net)

Subject: Performers' Club

Date: September 13<sup>th</sup>

I would like to join the performers' club because I love singing, acting, and dancing. However, I am worried that my singing and dancing are not good enough. Is it OK to join even if I am not very good? Please let me know.

Thank you,

Mary Green

**6. Who can join the performers' club?**

- |                |              |
|----------------|--------------|
| (A) Anyone     | (B) Only men |
| (C) Only women | (D) No one   |

**7. How long do club meetings last?**

- |                      |                          |
|----------------------|--------------------------|
| (A) Once a week      | (B) Two hours            |
| (C) At seven o'clock | (D) On Wednesday evening |

**8. How often do they meet?**

- |                  |                        |
|------------------|------------------------|
| (A) Every day    | (B) Three times a week |
| (C) Twice a week | (D) Once a week        |

**9. Why is Mary Green worried?**

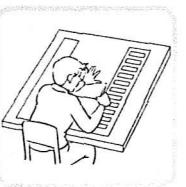
- |  |
|--|
| (A) She can't find the community center.   |
| (B) She is not a good singer.              |
| (C) She is very dramatic.                  |
| (D) She is not good at meeting new people. |

## Vocabulary

### A. LISTENING (Work)

Listen and write the letter of the statement that best describes the picture.

#### Exercise 1



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

1. (B) Work 2. (D) Wrap  
3. (A) Build 4. (C) Design

Exercise 1

#### Exercise 2



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

1. (D) Measure 2. (C) Serve  
3. (A) Deliver 4. (B) Type

Exercise 2

### B. READING (Commonly Confused Words)

Choose the correct word to complete each sentence.

#### Exercise 1

- He finished his homework (by / until) ten o'clock.
- She worked (by / until) nine o'clock last night.

1. by 2. until

Exercise 1

#### Exercise 2

- I fell asleep (during / for) the movie.
- She will stay in Europe (during / for) two weeks.

1. during 2. for

Exercise 2

#### Exercise 3

- The boss is the (employee / employer).
- The worker is the (employee / employer).

1. employer 2. employee

Exercise 3

## Grammar Focus

### Subject-Verb Agreement

John and I = we  
John and Mary = they

the Philippines,  
the United Nations,  
economics, politics

any of, some of, all of,  
many, the rest of, a lot of,  
a number of, several

jury, class, team, family,  
society

#### singular

is / has  
every, each  
more than one  
many a

#### plural

are / have  
a number of, a couple of  
a group of, kinds of  
a few, several  
many, both  
all of, most of

1. Use singular verbs after the names of countries and (singular) subjects that finish with -s.
  - a) The United States has a population of over 265 million people.
  - b) Mathematics is my favorite subject.
  - c) Physics has been studied for many centuries.
2. Use plural verbs after the following: any of, some of, all of, many, the rest of, a lot of, a number of, several.
  - a) A number of my friends are from China.
  - b) Many countries have joined the European Union.
  - c) Several cars were damaged in the accident.
3. Use either a singular or plural verb after the following nouns: jury, class, team, family, society. The meaning of the noun is dependent on the form of the verb used.
  - a) The jury has made a decision.
  - b) The class are ready for their exam.

## Preposition

### Usage

to sea  
to the bathroom  
to the front  
to the reporter

### To

- a) He walked to school.
- b) I work from nine to five.
- c) We don't know the answer to this problem.

## Grammar Exercises

Choose the correct word or phrase to complete each sentence.

Hint

1. Simon and I (am / are) going to the park this afternoon.

Simon and I

2. Can you finish cleaning the house (until / by) seven o'clock?

finish cleaning

3. Peter and Sally (have / has) red bicycles.

Peter and Sally

4. The Philippines (are / is) made up of many islands.

The Philippines

5. I ate some food (for / during) the party.

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6. Three hundred dollars (is / are) a lot of money.

Three hundred dollars,  
money

7. A number of students in the class (has / have) cell phones.

A number of students

8. After school, I met my friends (at / to) the park.

met, the park

9. I have (been / was) here for two hours.

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10. Some of the fish (were / was) sick.

Some of the fish